
BUILDING SUPERVISOR
PYLE ADULT RECREATION CENTER

Opening Date:	January 4, 2005
Closing Date:	Applications will be accepted until the needs of the City are met.
Hourly Wage:	\$10.33/hour
Hours:	Various shifts. Monday through Thursday, availability from 4 pm-9:30 pm and Saturdays 8 am-10 pm, Occasional Sundays. Schedule will vary from 10-20 hours per week. Schedules are created monthly.
Minimum Qualifications:	Requires some general customer service experience; and the equivalent to completion of the 12 th grade. Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization.
Additional Requirements:	Ability to: <ul style="list-style-type: none">▪ Provide customer service▪ Communicate clearly and concisely, both orally and in writing▪ Operate a personal computer▪ Learn and correctly interpret and apply policies and procedures▪ Establish and maintain cooperative working relationships with public and staff▪ Understand and carry out oral and written directions▪ Use moderate physical exertion in lifting and moving equipment such as chairs, tables and program equipment (up to 50 pounds)
Representative Essential Functions:	Provide facility supervision during scheduled activities. <ul style="list-style-type: none">▪ Answer the telephone and serve the public by providing general and specific information concerning facilities, programs, and policies.▪ Enter attendance data and program registration information into computer.▪ Coordinate and respond to any user or building emergencies including participant injuries.▪ Compile projects such as materials and collating.▪ Open and secure community facility.▪ Attend monthly or bi-weekly staff meetings

Obtain and Return Applications:

Pyle Adult Recreation Center* 655 E. Southern* Tempe, AZ * 85282
(480) 350-5211

AN EQUAL OPPORTUNITY/REASONABLE ACCOMODATION EMPLOYER